



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL IDENTIFICATION AND RECORDS SPECIALIST 2

ANNUAL \$52,364
SALARY: \$67,762

SALARY
GROUP: CL 19

APPLICATION CLOSING
DATE: NOVEMBER 14, 2014

EXAM
NO: 141620APMB

PURPOSE OF CLASS: In the Department of Correction Offender Classification and Population Management Unit and/or Central Records this class is accountable for performing as a specialist in sentence management and time calculations.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **NOVEMBER 14, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years' clerical work experience.

SPECIAL EXPERIENCE: One year of the General Experience must have been as a Correctional Identification and Records Specialist 1.

SUBSTITUTIONS ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENT: Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury or assault by inmates.

CHARACTER REQUIREMENT: In addition to the checking of references and facts presented in the employment application a background investigation will be conducted before persons are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of large volume records management methods and techniques; considerable knowledge of statutes, legal decisions and opinions related to sentence time calculations; considerable interpersonal skills; considerable oral and written communication skills; ability to organize data for entry into database systems.

THE EXAMINATION WILL BE COMPOSED OF:

(Exam Questions will cover KSA's listed above.)

<u>PART</u>	<u>WEIGHT</u>
WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, JANUARY 14, 2015

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by November 14, 2014. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Correction.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities, and military veterans.